Enrollment Tops 16,000 as Classes Begin for 2013-2014 Academic Year

The number of students attending Cypress College is up 4%, from 15,512 last fall to 16,132 through Wednesday.

Enrollment has once again topped 16,000 — a level unseen since Fall 2010, when 16,444 students attended classes here. Cypress College has increased course offerings as a result of the passage last November of Proposition 30.

As a result, enrollment is up 4%, from 15,512 a year ago to 16,132 as of the middle of the first week of instruction. The number of courses has increased from 1,256 last fall to 1,334 this semester.

There were essentially no seats remaining for students to enroll in, with courses at 97.2% of capacity as of Wednesday evening.

Projections indicate that Cypress College will meet the year’s enrollment target — set at 10,834.11 full-time equivalent students — with a sufficient cushion. The college’s enrollment for 2012-2013 was above target, providing the opportunity for the college to carry all summer 2013 enrollment into the current academic year.

While the enrollment pictures is good, the inability of new students to enroll in at least some core courses was highlighted by Dr. Santanu Bandyopadhyay at the campus-wide Opening Day meeting on Friday, August 23. He pointed to an enrollment snapshot on July 30 — the last day prior to new-student enrollment. At that time:

- 81% of all seats were filled;
- No seats available in English 57, 58, 60, or 100;
- 808 students were waitlisted in English;
- Math 150 — Calculus I was the lowest-level math course available;
- 1,042 students were waitlisted in Math

"Unless we enable our new students to enroll in entry-level classes, we are not only delaying their college experience, but also reducing the chance of success," he said.
**Chancellor’s Town Hall, Coffee with Trustees and the Chancellor Set**

Two events of District-wide significance will be held on campus in September: Coffee with Trustees and the Chancellor, and a town hall meeting.

On Monday, September 9, Dr. Doffoney and members of the Board of Trustees will participate in the latest session of “Coffee with Trustees and the Chancellor.” It will be held in CCCPLX-414, from 3:30-4:30 p.m. The event is an open forum with an opportunity for every member of the campus community to participate.

On Wednesday, September 18, 2013, from 3:30-4:30 p.m. in CCCPLX-414, Chancellor Dr. Ned Doffoney will be here to conduct a town hall meeting. The topic will be the proposed District position of Vice Chancellor of Educational Services and Technology. The entire campus community is invited to attend and participate in discussion.

**Dr. Bandyopadhyay Selected as EVP, Assignments of Deans Shift**

Dr. Santanu Bandyopadhyay has been selected as Cypress College’s Executive Vice President, and, following appointment by the North Orange County Community College District Board of Trustees, began his duties on July 1.

Dr. Bandyopadhyay served Cypress College as our Director of Institutional Research and Planning for the last five years, and has more recently provided support for our grants office and for our Distance Education program.

“While we congratulate Dr. Bandyopadhyay on his appointment, I also want to acknowledge and thank Dr. Steve Donley for his service over the course of the last year as the Interim Executive Vice President,” Dr. Simpson said in announcing the appointment. “Dr. Donley performed his duties in accord with the highest standards of excellence and professionalism. Please join me in congratulating Dr. Bandyopadhyay and in thanking Dr. Donley.”

Dr. Donley has resumed his position as the Dean of Career Technical Education. Paul de Dios has retained responsibility for Admissions and Records on an on-going basis.

With the retirement of Diane Henry, Dr. Rick Rams assumes responsibility as the Interim Dean of Physical Education and Athletics, and Bill Pinkham will serve as the Athletic Director, also on an interim basis.

A hiring process to select a new Director of Institutional Research and Planning will take place to fill Dr. Bandyopadhyay’s former position.

**Threat-Assessment Group Reaches Significant Preparation Milestones**

The Cypress College Threat Assessment Group has reached significant milestones with the completion of the campus’ first Threat Assessment Manual and a first-of-its-kind, single-page Threat Reporting Process flow chart.

This interactive document features video vignettes providing overviews of the major sections of the manual.

The documents cover aspects of threat reporting, including campus safety, mental health, and student conduct and discipline — and it provides an overarching theme: “if you see something, say something.”

The documents are the work of the Threat Assessment Group, with leadership from Dr. Rick Rams, Paul de Dios, Dr. Sheryl Smith, and Marla McBride.

The safety and security of the campus community is of great significance and is a longstanding point of pride for the college community. The group aims to expand on those efforts.

---

For nearly a half-million students, Cypress College has been a springboard to their dreams. Cypress College: Motivating Minds.
**Bookstore-Management Transition to Follett Higher Ed Complete**

Without fanfare our College bookstore has transitioned to the management of Follett Higher Education Group. New Store Manager Ryan Burnett is available to assist with your needs. He can be reached at bookstore@cypresscollege.edu or ext. 47338.

In addition to the general store email address, you can direct more-specific requests for information/assistance to: Ryan Burnett, Store Manager, at 1355mgr@follett.com; and the Course Materials Manager at 1355txt@follett.com.

A grand opening of the store is planned early in the fall semester.

**College Nominated for OC Register Top Workplace, Survey Distributed**

Employees this week received a survey invitation in their email account as part of the Orange County Register’s Top Workplaces program. After being nominated for the honor, employees of organizations like Cypress College are asked about their experiences working for the organization. The survey was distributed on Wednesday. Reminder emails will be sent to those who haven’t yet completed the instrument — which is administered by a completely independent organization. All survey results are completely anonymous.

**CONTINUED: Opening Day Meeting Covers Budget, Enrollment**

The 2013-2014 Cypress College Catalog is available both in print and online. It can be found at: http://www.cypresscollege.edu/Media/Website%20Resources/PDFs/catalog/2013-14 CypressCollege_catalog.pdf or by clicking the links from the main page of the Cypress College website.

In accordance with the Board-approved 2013-2014 Academic Calendar, Cypress College will observe the following holidays, instructional and non-instructional weekends:

- September 2, 2013: Labor Day holiday
- November 11, 2013: Veterans’ Day holiday
- November 28-29, 2013: Thanksgiving holidays (no Saturday or Sunday classes)
- December 24, 2013 through January 1, 2014: Winter holidays

Also of note on the calendar is the January 24, 2014 mandatory non-student duty day for full-time faculty.

**BRIEFLY**

For nearly a half-million students, Cypress College has been a springboard to their dreams. Cypress College: Motivating Minds.
@Cypress Bonus
Virgil Adams Discusses ‘I Have a Dream’ 50 Years Later

"On the 50th anniversary of the March on Washington and Dr. Martin Luther King, Jr.’s "I Have a Dream" speech, Cypress College Professor Virgil Adams III sat down with the @Cypress Channel to discuss the impact of that day’s events. Recorded on 8/28/2013."
Don Johnson Named to UCLA Athletics Hall of Fame

Eight standout UCLA athletes, including 1962 consensus All-American basketball player Don Johnson, will be inducted into the UCLA Athletics Hall of Fame on October 11.
Don Johnson Named to UCLA Athletics Hall of Fame

May 29, 2013

Eight standout UCLA athletes, including 1952 consensus All-American basketball player Don Johnson, will be inducted into the UCLA Athletics Hall of Fame, UCLA Athletic Director Dan Guerrero announced today.

The members of the Class of 2013 are: Mohini Bhardwaj (gymnastics), Carlos Bocanegra (men's soccer), Fred Bohna (wrestling), Eric Byrnes (baseball), Yvonne Gutierrez (softball), Don Johnson (men's basketball), Maylana Martin Douglas (women's basketball) and Nandi Pryce (women's soccer).

Invitation-only ceremonies will be held on Friday, Oct. 11 at Covel Commons, and UCLA Athletics will also recognize the entire class at halftime of the football game vs. California on Saturday, Oct. 12.

Following are biographies on the 2013 UCLA Hall of Fame inductees:

Don Johnson (Men's Basketball, 1951-52)

Playing under Coach John Wooden, Don Johnson was a consensus All-American and an all-conference honoree as a senior in 1952. During his career, Johnson averaged 9.8 points and 5.6 rebounds and helped lead the Bruins to the 1951 PCC Southern Division Title and the 1952 PCC Championships. He led the Bruins in rebounding both seasons, and in 1952 was selected the winner of the Caddy Works Award for competitive spirit, inspiration, and unselfish contribution. After graduating from UCLA, Johnson went into coaching and was the long-time successful head coach of Cypress College. At Cypress, Johnson guided the team to two state titles ('77,'80) and seven conference titles. He also coached and is credited with developing big men Swen Nater and Mark Eaton, who both went on to successful NBA careers. Johnson is the all-time winningest coach in California Community College men's basketball history, with a record of 588-259. For his efforts, Cypress College dedicated its court in 2008 "Don Johnson Court". He is an inductee in the Orange County Sports Hall of Fame.

Mohini Bhardwaj (Gymnastics, 1998-2001)

Mohini Bhardwaj finished her career at UCLA as a two-time NCAA team champion, two-time NCAA individual champion, 11-time All-American and the 2001 Honda Award winner for gymnastics. Bhardwaj set numerous scoring records at UCLA, including scoring the second-highest all-around total in NCAA history, 39.975, in 2001. She led UCLA to NCAA team titles in 2000 and 2001 and won the uneven bars in 2000 and floor exercise in 2001. Along with winning the Honda Award in 2001, she was also the Pac-10 and West Region Gymnast of the Year and the AAI Award-winner as the nation's top senior gymnast. Bhardwaj continued her gymnastics career after graduation, winning the 2001 U.S. National Championship on vault and helping the U.S. win a bronze medal at the 2001 World Championships. In 2004, she resurrected her career and earned a spot on the U.S. Olympic Team, where she served as team captain and led the U.S. to a silver medal. She also qualified for event finals on floor exercise, where she placed sixth.

Carlos Bocanegra (Men's Soccer, 1997-2000)

An impact player from day one, Carlos Bocanegra helped lead UCLA to the 1997 NCAA Championship and 1999 College Cup. He earned All-MPSF first-team honors three straight years, was selected one of 11 Soccer America Collegiate MVPs in 1998, and was an All-American and Player of the Year candidate in 1999. Bocanegra turned pro after his junior year and was selected the No. 4 overall pick in the MLS SuperDraft. He was the MLS Rookie of the Year in 2000 and a two-time MLS Defender of the Year. He moved on to a successful career overseas, playing for Fulham in the English Premier League from 2003-08, Rennes and Saint-Etienne in the French Ligue 1 and Rangers FC in the Scottish Premier League. He currently plays for Racing de Santander in Spain. A fixture on the U.S. National Team and the U.S. team captain since 2007, Bocanegra was a key member of two World Cup teams, starting two games in the 2006 and playing every minute for the U.S. in the 2010 World Cup. He earned his 100th international cap in 2011.

Fred Bohna (Wrestling, 1976-79)

Fred Bohna is UCLA's only national collegiate wrestling champion. He went undefeated his senior year, was selected the Pac-10 Wrestler of the Year and won the Pac-10 and 1979 NCAA Wrestling Championship in the heavyweight division. As a freshman, Bohna was 20-0-1 at 190 lbs, and as a sophomore, he placed second in the conference. During
Bohna's senior year, heavyweight became an "unlimited" class. Despite being outweighed by 90 pounds, the 228-pound Bohna defeated his 318-pound opponent David Klemm to win the NCAA title. Bohna continued to compete internationally following his UCLA career, winning a gold medal in the 1979 Pan American Games. He retired after the 1984 Olympic Games. Bohna passed away on July 9, 2010 after a long battle with cancer.

**Eric Byrnes (Baseball, 1995-98)**
UCLA's all-time leader in hits (326), at-bats (984), runs scored (235) and doubles (75), Eric Byrnes is considered to be one of the finest players to put on a UCLA uniform. His career totals include a .331 batting average, 48 home runs, 81 stolen bases, a .956 fielding rating and a .410 on-base percentage. He was a first-team Freshman All-American in 1995 and a three-time All-Pac-10 honoree. A double major in History and Economics, Byrnes was equally successful in the classroom, earning the UCLA Baseball Academic Award for three consecutive years. Byrnes made his Major League debut in 2000 for the Oakland A's, where he played from 2000-05. He had his best professional season in 2007, hitting 21 home runs while stealing 50 bases to help lead the Arizona Diamondbacks to the National League Championship Series. Byrnes has also made a name for himself in television, working as an analyst for ESPN's Baseball Tonight show. He was in the ESPN booth for the 2010 College World Series and is now a contributor to the MLB Network and to the KNBR radio station in Northern California.

**Yvonne Gutierrez (Softball, 1989-92)**
Outfielder Yvonne Gutierrez was a part of three NCAA Championship squads (1989, 1990, 1992) and earned first-team All-America honors in each of her final three seasons. Gutierrez appeared in 240 games in her career, posting a .370 average with 19 homers, 149 runs batted in and 128 runs scored. She is ranked in the UCLA Top 10 in six statistical categories - tied for third with 17 triples, tied for sixth in games played, ninth in hits (261), and tied for 10th in batting average (.436) and stolen bases (29). Gutierrez led the Bruins in batting average in each of her last three seasons, including winning the team triple crown as a senior in 1992, posting a .406 average, 11 homers and 58 RBI. The 11 homers also led the nation. She was named to the Women's College World Series All-Tournament Team in each of her final three years and was a four-time All-Pac-10 honoree. Gutierrez joined the LA City Fire Department, where she now serves as an engineer.

**Maylana Martin Douglas (Women's Basketball, 1997-2000)**
Maylana Martin helped lead UCLA to three-straight NCAA Tournament appearances, including an all-time best finish at the Elite Eight in 1999. Martin earned first-team Kodak All-America honors and was the Pac-10 Player of the Year in 1999. She led the Pac-10 in scoring as a junior (18.2 average) and in rebounding as a senior (8.7 average). She was named the 1997 Pac-10 Freshman of the Year and went on to become just the fourth player to be selected All-Pac-10 for four-straight seasons. Martin ranks second on the UCLA women's basketball all-time scoring list and fourth overall for Bruin men and women with 2,101 career points. She still ranks fourth on the all-time school list for career rebounds (935), blocks (96) and field goal percentage (.545). She is one of only two Bruin women to record over 2,000 points for her career, and she ended her career ranked sixth on the all-time Pac-10 Conference scoring list and eighth on the rebounding list. In 2000, she was picked 10th in the first round of the WNBA Draft by the Minnesota Lynx. She played in the WNBA for two years before retiring due to a severe back injury. Martin also served as a UCLA assistant coach under Kathy Olivier for four seasons and was an assistant coach at Pepperdine University for two seasons.

**Nandi Pryce (Women's Soccer, 2000-03)**
One of the most successful players in UCLA women's soccer history, Nandi Pryce was a two-time NSCAA/adidas All-American and two-time semifinalist for the M.A.C. Hermann Trophy, given to the top player in collegiate soccer. Pryce was a three-time All-Pac-10 selection and the 2003 Pac-10 Co-Player of the Year. UCLA played in the NCAA Tournament all four years of Pryce's career, reaching the NCAA College Cup in 2000 and 2003. The Bruins advanced to the NCAA Final during her freshman season in 2000. During her four years playing defense, UCLA teams compiled 56 shutouts, an average of 14 per season. Pryce was a fixture on several U.S. National Teams before and during her UCLA career. She was a member of the Under-21 U.S. team in 2003, starting every match as the team captured the Nordic Cup. She also helped the U-21s to Nordic Cup titles in 2000 and as captain in 2002. An alternate on the 2000 U.S. Olympic Team, Pryce earned her first National Team cap in 2000.

For a complete list of members of the UCLA Athletics Hall of Fame, [click here](http://www.uclabruins.com/ViewArticle.dbml?PRINTABLE_...).
You are invited to attend the next “Coffee with Trustees and the Chancellor” on Monday, September 9, 2013 3:30-4:30 pm CCPLX 414

Get the latest news, ask questions, share ideas. Coffee/tea will be served.
Cypress College | Fine Arts | Fall 2013 | Calendar of Events

The Fine Arts Division at Cypress College regularly showcases our students and their artistic work through exhibitions, publications, and performances detailed here in this calendar. Please join us.

The academic departments and programs in the Fine Arts Division are designed to encourage students to explore the creative possibilities and gain understanding of the process in creating art in an environment that challenges the intellect and the imagination.

Our programs are tailored for college students of all backgrounds and ages, including those wishing to re-enter the educational process. Our mission is to help students develop their talents and interests so that they can transfer to colleges or universities or obtain employment. We are committed to educate students in art, art computer graphics, dance, journalism, multimedia, music, photography, and theater.

Joyce Carrigan
Dean of Fine Arts

Cypress College
Printing Generously Supported By Federal TV Fund
Adult First Aid and CPR/AED Workplace Review Training

Conducted by the American Red Cross

The training is three and one-half hours and is offered to all permanent employees who need to keep their First Aid and CPR/AED certifications current. Instruction includes First Aid, Adult CPR and how to use an Automated External Defibrillator (AED) for victims of sudden cardiac arrest. Participants will gain the knowledge and skills necessary to recognize and care for injuries and sudden illness in the workplace until advanced medical personnel arrive.

Cypress College – College Complex, Room 414
Wednesday, September 25, 2013
8:00 – 11:30 a.m.

Anaheim Campus – Rooms 105/107
Thursday, October 3, 2013
8:00 – 11:30 a.m.

Fullerton College – College Center, Rooms 224/226
Friday, October 18, 2013
8:00 – 11:30 a.m.

REGISTRATION REQUIRED
To register please access the District Staff Development Registration Calendar through myGateway on the “Employee” tab.

The American Red Cross will issue First Aid and CPR/AED certification cards valid for two years following successful completion of the training. Training will be conducted on work time with advance approval by the employee’s immediate management supervisor.

Please contact Angela Cotton in Human Resources with any questions at 808-4816 or acotton@nocccd.edu
It is an honor and delight to welcome you to the 2013-2014 academic year. Hopefully you have had an opportunity to relax and enjoy some vacation time with family and friends. I am truly inspired to lead this wonderful campus as we continue carrying out the good work we do for our students. As we move into a period where enrollment is growing once again, we know that working together we can meet our challenges and maximize opportunities to achieve success. This is a period in our history that will be marked by boldness and innovation. I have every confidence that we can build upon the work we have already accomplished to effectively help our students achieve their success.

Dear Faculty, welcome back. And welcome to our new faculty members. We are hiring once again! The recession appears to be just about over and our State once again has a surplus. I am optimistic on so many different levels for this upcoming academic year. I believe that we are one of the finest community colleges in the Southland. The Academic Senate is the faculty voice on all academic issues. We meet on the 2nd and 4th Thursdays of each month that we are in school. All are invited to attend our meetings which are held in CCG-419. I look forward to working with you this coming year and to seeing new faces involved in our clubs and committees. I look forward to meeting and working with you this coming year and to seeing new faces involved in our clubs and committees.

On behalf of the United Faculty, welcome to the 2013-2014 academic year. As always, it will be filled with challenges for Faculty and Staff to meet the needs of our students and our institution in the face of uncertain budgets. I have taught in the NOCCCD, either part-time or full-time, for about 40 years. In that time each and every significant challenge to the College was solved through cooperation and teamwork. We can continue to do so if Faculty work together not only with each other but with both Administrators and Staff. The UF Board, with members from all three Colleges, will work to support all our members and help them, and the Colleges, continue to offer our students outstanding educational opportunities. Have a good semester.

On behalf of the United Faculty, welcome to the 2013-2014 academic year. Thank you, again, for your commitment to doing what you do so well - providing our students with a quality education. This should prove to be a challenging year in terms of the state budget, increase in student fees, etc. Our Executive Board will keep you informed on all issues that affect your career as a teacher and will continue to fight to make NOCCCD a better place for you to work. I encourage and invite you to participate in United Faculty activities, and I look forward to talking with as many of you as possible this year.

It is an honor and delight to welcome you to the 2013-2014 academic year. Hopefully you have had an opportunity to relax and enjoy some vacation time with family and friends. I am truly inspired to lead this wonderful campus as we continue carrying out the good work we do for our students. As we move into a period where enrollment is growing once again, we know that working together we can meet our challenges and maximize opportunities to achieve success. This is a period in our history that will be marked by boldness and innovation. I have every confidence that we can build upon the work we have already accomplished to effectively help our students achieve their success.

On behalf of the Associated Students, it is my true pleasure to welcome all Faculty and Administrators of Cypress College. Despite some of the obstacles we face in our near future, the Associated Students are confident that we can overcome the challenges that come with being involved with such a complex institution. Together, we will succeed, and make it another great year. Enjoy your time at Cypress College. Thank you.
What is TAG?

A TAG is a free, quick and easy way to determine if a student is eligible for admission to a specific college or university. A TAG secures a seat at a selected college or university, provided that the student meets the conditions specified in the agreement.

TAGS are available for the following schools:
- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC San Diego
- UC Santa Barbara
- UC Santa Cruz

TAG Workshops are held in the TRANSFER CENTER

September 5th (Thurs)
Time: 1:00pm-2:00pm

September 10th (Tues)
Time: 3:00pm-4:00pm

September 16th (Mon)
Time: 3:00pm-4:00pm

September 26th (Thurs)
Time: 12:00pm - 1:00pm

A TAG is a free, quick and easy way to determine if a student is eligible for admission to a specific college or university. A TAG secures a seat at a selected college or university, provided that the student meets the conditions specified in the agreement.

TAG Workshops are held in the TRANSFER CENTER

September 5th (Thurs)
Time: 1:00pm-2:00pm

September 10th (Tues)
Time: 3:00pm-4:00pm

September 16th (Mon)
Time: 3:00pm-4:00pm

September 26th (Thurs)
Time: 12:00pm - 1:00pm

Cypress College Transfer Center
2nd Floor Student Center
(714) 484-7129
Fall Hours: Monday-Thursday 8am-6pm
Friday 8am-12pm

Sign-up 30 days in advance
SEATING IS LIMITED
## Types of Threats

<table>
<thead>
<tr>
<th>Types of Threats</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct</td>
<td>A specific act against a target — motivated by detailed planning and possible violence.</td>
<td>“I am going to kill my instructor.”</td>
</tr>
<tr>
<td>Indirect</td>
<td>Tends to be vague. The plan, intended victim, motivation and other aspects are masked.</td>
<td>“If I wanted to I could kill everyone at this college.”</td>
</tr>
<tr>
<td>Veiled</td>
<td>One that is strongly implied but does not explicitly threaten violence. Hints at a possible violent act but leaves the victim to interpret what the threat means.</td>
<td>“We would be better off without you.”</td>
</tr>
<tr>
<td>Conditional</td>
<td>Type of threat that is seen in extortion cases.</td>
<td>“If you don’t give me my financial aid I’ll bomb Cypress College.”</td>
</tr>
</tbody>
</table>

### Types of Threats Definitions
- **Direct**: A specific act against a target — motivated by detailed planning and possible violence.
- **Indirect**: Tends to be vague. The plan, intended victim, motivation and other aspects are masked.
- **Veiled**: One that is strongly implied but does not explicitly threaten violence. Hints at a possible violent act but leaves the victim to interpret what the threat means.
- **Conditional**: Type of threat that is seen in extortion cases.

### Video Guide: Threat Reporting in Explained in Under 10 Minutes

- **Introduction by Dr. Simpson**
- **Overview by Dr. Rams**
- **Reporting Process by Dr. Smith**
- **Health Services by Marla McBride**
- **Student Discipline by Paul de Dios**
- **Our Collective Responsibility**

These videos explain the development and implementation of Cypress College's threat-reporting process. Visit the full guide.

### Cypress College
9200 Valley View Street
Cypress, CA 90630
CypressCollege.edu
President – Dr. Bob Simpson
Educational Programs & Student Services – Dr. Santanu Bandyopadhyay, EVP
Administrative Services – Karen Cant, Vice President
Foundation & Community Relations – Raul Alvarez, Executive Director
Director, Research and Planning – [Vacant]
Staff Development – Rebecca Gomez, Coordinator

E V P, Educational Programs & Support Services – Dr. Santanu Bandyopadhyay
Extended Day Program
Admissions & Records – Paul deDios, Interim Dean
  Attendance Accounting
  IPEDS Reporting
  Registrar - Regina Ford
Business/CIS – Dave Wassenaar, Dean
  Regional Consortium
Career/Technical Education – Dr. Steve Donley, Dean
  Advisory Committees
  ATTE
  CTE Transitions
  Distance Education
  Economic Development
  Grants
  Perkins
  Title V
Counseling & Student Development – Paul deDios, Dean
  Articulation – Stacey Howard, Articulation Officer
  Assessment Center
  Career Planning Center
  Counseling Center
  Disabled Students Programs & Services (DSP&S) – [Vacant]
  International Students Program – Yongmi Han, Manager
  Matriculation
  Puente Program
  Student Discipline
  Student Equity
  Transfer Center
Fine Arts – Joyce Carrigan, Dean
  Deans Representative to Curriculum Committee
  Instructional Development
  Patrons of the Arts
  Study Abroad
Health Sciences – Dr. John Sciacca, Dean
  Advisory Committees
  Nursing – Darlene Fishman, Director
  Health Services – Marla McBride, Director
  Program Accreditation
Language Arts – Eldon Young, Dean
Forensics
Legacy Program

Library & Learning Resources – Eldon Young, Interim Dean
Language Lab/Open Computer Lab
Learning Center
Tutoring Center – Virginia Derakshian, Coordinator

Physical Education – Dr. Richard Rams, Interim Dean
Associated Students
Athletics Director – Bill Pinkham
Intercollegiate Athletics
Petitions
Student Activities – David Okawa, Director
Graduation & Senior Day

Science, Engineering & Math – Dr. Richard Fee, Dean
Basic Skills
Learning Communities
Math Learning Center
STEM

Social Sciences – Nina DeMarkey, Dean
Honors Program
Teacher Preparation Program Coordination

Student Support Services – Dr. Richard Rams, Dean
Ambassadorship
CalWORKS
CARE
E O P S – Dr. Gilbert Contreras, Manager
Financial Aid – Keith Cobb, Director
Guardian Scholars
High School Outreach
Veterans Resource Center

Administrative Services – Karen Cant, Vice President
Academic Computing – Mike Kavanaugh, Manager, Systems Technology Services
Media Services
Teaching/Learning Center (TLC)
Telecommunications
Bookstore – Follett Higher Education Group
Business and Auxiliary Services
Bursar – Dao Do, Manager (Club Accounts, Fund Raising, Distribution of Paychecks)
Campus Safety – Dr. Shirley Smith, Director
Switchboard
Emergency Preparedness
Facilities Use & Rentals
Financial & Business Support Services
Food Services
Grant Support Services
Personnel
Physical Plant & Facilities – Albert Miranda, Director
Mailroom
Faculty & Staff Service Center Coordination
Maintenance & Operations – José Recinos, Manager
Foundation & Community Relations – Raul Alvarez, Executive Director  
Public Information Officer – Marc Posner

Research and Planning – Director [Vacant]  
Institutional Effectiveness
1. Preparing Requisition(s)

- Department determines estimated price of an item
- Department prepares Purchase Requisition (RQ) and includes estimated costs in Banner
- If over $5,000 and to be sole-sourced, submit completed $5,000+ form
- RQ is approved by the Department Manager and Budget Officer in Banner
- If Information Technology RQ, send to District IT for review and approval

2. Processing Requisition(s)

- Requisition sent to District Accounting for verification against Budget
- RQ sent to District Purchasing
  - If under $5,000 confirm price and terms with vendor listed on the RQ
  - If over $5,000 obtain three (3) written quotations: one from department’s proposed vendor and two from other vendors
  - If a sole-source form is attached, do nothing
- Buyers prepare Purchase Order (PO) from RQs and distribute copies:
  - One copy to Accounts Payable (A/P)
  - One copy retained for file
  - Original copy to vendor
- Buyers follow-up on orders with vendors as necessary

- A/P receives invoice and sends out to Department Manager for approval
- Department receives shipment and sends packing slip to A/P
- A/P receives signed invoice and packing slip (proof of delivery) and matches these with the PO (3-way match)
- A/P generates payment to vendor after completion of 3-way match